

INFORMATION

USAID/General Notice
M/AS/IRD
10/06/1999

SUBJECT: The October Automated Directives System (ADS) Notice

Purpose

This monthly notice is divided into three sections:

Section I lists the policy notices not included on ADS CD 15, but posted to the ADS website.

Section II pertains to ADS tips.

Section III describes the ADS and provides instructions for accessing the ADS CD.

SECTION I

Policy Notices Since ADS Compact Disk (CD) 15

All Agency personnel have access to General Policy Notices and should read and assimilate the new policies. The notices are distributed each evening from the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes within the Missions.

There were several USAID/General Policy Notices issued since the release of ADS CD 15.

Please note:

- * ADS CD 15 is accessible to ALL USAID/W employees via the Local Area Network (LAN). ADS CDs were mailed to the Missions on Wednesday, 08/11/99. If you are in USAID/W and unable to locate ADS CD 15, please contact the IRM Help Desk for assistance.
- * ADS CD 15 material and Policy Notices are also accessible via the ADS web site.

ADS Intranet address: <http://www.usaid.gov/ADS/>

ADS Internet address: <http://www.info.usaid.gov/pubs/ads>

Policy Notices not included on ADS CD 15 but posted to the ADS website:

0945	09/28/1999	Pre-Logon Automated Data Processing System Warning Banners
0923	09/15/1999	Revision to ADS 202, Managing for Results: Achieving

0921	09/14/1999	Policy-Reminder Corrected Copy - Appropriate Fiscal Year to Charge for Travel to USAID Employees and Transportation of their Effects (ADS 577.5.8)
0913	09/09/1999	Issuance of Revised ADS Chapter 102, Agency Operations
0907	09/03/1999	Clarification to ADS 522, Cost Associated with Conferences
0903	09/02/1999	Revision to ADS Chapter 303, Grants and Cooperative Agreements to Non-Governmental Organizations: Mandatory and Supplementary References
0902 0902a	09/01/1999	Revisions to the AID Acquisition Regulation (AIDAR)
0854	08/30/1999	Revision to ADS Chapter 541 (formerly ADS 544) (Posted to the ADS What's New Page, 09/01/1999)
0829	08/17/1999	ADS 253, Training for Development (Posted to the ADS Series 200 web page 08/18/1999)
MAS31	08/03/1999	MAS#31 - Payment of Per Diem to Families - Policy Reminder
0726	07/21/1999	Legal and Policy Consideration when Involving Partners and Customers in Strategic Objective Teams and Other Consultations
0623	06/21/1999	Conflict Prevention Guidance for Strategic Planning
0621	06/18/1999	Program for Expanding the Participation of Minority Serving Institutions (MSIs), to be included in ADS 321.
lanpolicy	05/19/1999	Policy - Reminder Procedures for Obtaining and Verifying Maintenance and Local Area Networks IDs

Electronic copies of policy notices may also be obtained by sending
an e-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD 15 are on the OP webpage:
www.info.usaid.gov/procurement_bus_opp/procurement/cib
and are available from M/OP/P, (202) 712-0610. Earlier CIBs are
available on the OP webpage.

SECTION II

Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful tips. This month's tips pertain to the ADS "What's New?" page ([www.info.usaid.gov/ads/What's New.htm](http://www.info.usaid.gov/ads/What's%20New.htm)) and refining a search on the ADS CD.

Q.1 What is the ADS "What's New" page?

- A.1 The ADS "What's New" page is an HTML web page that states which chapters, references, and interim updates were recently posted to the ADS web site.

The most recent ADS USAID/General Information Notice, links to the ADS Transmittal Memorandums, and other helpful links are also included on this page. Next month, a Frequently Asked Question (FAQ) section will be added to the page.

Q.2 When using the ADS CD, I'd like to only search those chapters within a particular Series. How does one only search for a word or phrase within one or two Categories (Series 100 -600, Glossary, and Resource Library)?

- A.2 To limit the number of CD search results and Categories to search:

- Step 1: Click on the flashlight icon.
- Step 2: Click on the "Options" button.
- Step 3: Click on "Categories" folder.
- Step 4: Click on "DESELECT ALL."
- Step 5: Click in the box next to the Series or Category you do wish to search. In this example we will click in the box next to "Series 200" and the "Glossary." A checkmark now appears in the Series 200 box and the Glossary box.
- Step 6: Click Ok.
- Step 7: Make sure your word/term/phrase is typed in the search box and press "Enter." The system will now search just the ADS Glossary and Series 200 for the word/term/phrase.
- Step 8: Use the gray arrows with blue borders to locate the word/term/phrase.

Congratulations, you just narrowed your ADS CD search.

Section III

The following information has been updated to include Series 600 in the list of ADS Series.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as mandatory and supplementary informational references. It contains six functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The functional series consist of ADS chapters that have been written in a standardized format. The six functional series are as follows:

Series 100	Organization and Executive Management
Series 200	USAID Program Assistance
Series 300	Acquisition and Assistance Agreements
Series 400	Personnel
Series 500	Management Services
Series 600	Budget and Finance

The Interim Updates are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

The USAID Handbook Series provides the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.

The Resource Library contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.

The Glossary defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 15.

How Do I Access the ADS?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

- Step 1. Click on the Windows Start Button
- Step 2. Click on "NetApps"
- Step 3. Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

- Step 4. Click on ADS
- Step 5. Click on the Run button

If you do not see the ADS CD listed, please click the "Search"

button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs. The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters, but a list of which handbook chapters are still valid is included on the ADS website. Additionally, the Internet (unlike the Intranet) does not have the Personnel Series (400) and Interim Updates for Series 100, 400 and 500.

USAID/General Policy Notices are placed on the web sites either as Interim Updates or as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Therefore, the ADS web sites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by accessing:

1. The ADS Intranet home page is found by accessing the USAID Intranet Home page at: <http://www.usaid.gov> - Then click once on the word "ADS." This link will take you to the USAID Intranet home page.
2. The ADS Internet home page is found by accessing the USAID Internet Home page at: <http://www.info.usaid.gov/> - The reader must then click once on the phrase "Publications/Partner Resources." Next, scroll down to "ADS: Automated Directives System -- Formerly the USAID handbooks" header. Click once on this phrase and it will take you to the ADS Internet Home page:
<http://www.info.usaid.gov/pubs/ads>.

You may also request an electronic copy of a Policy notice by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to ADS@M.AS.IRD@AIDW.

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